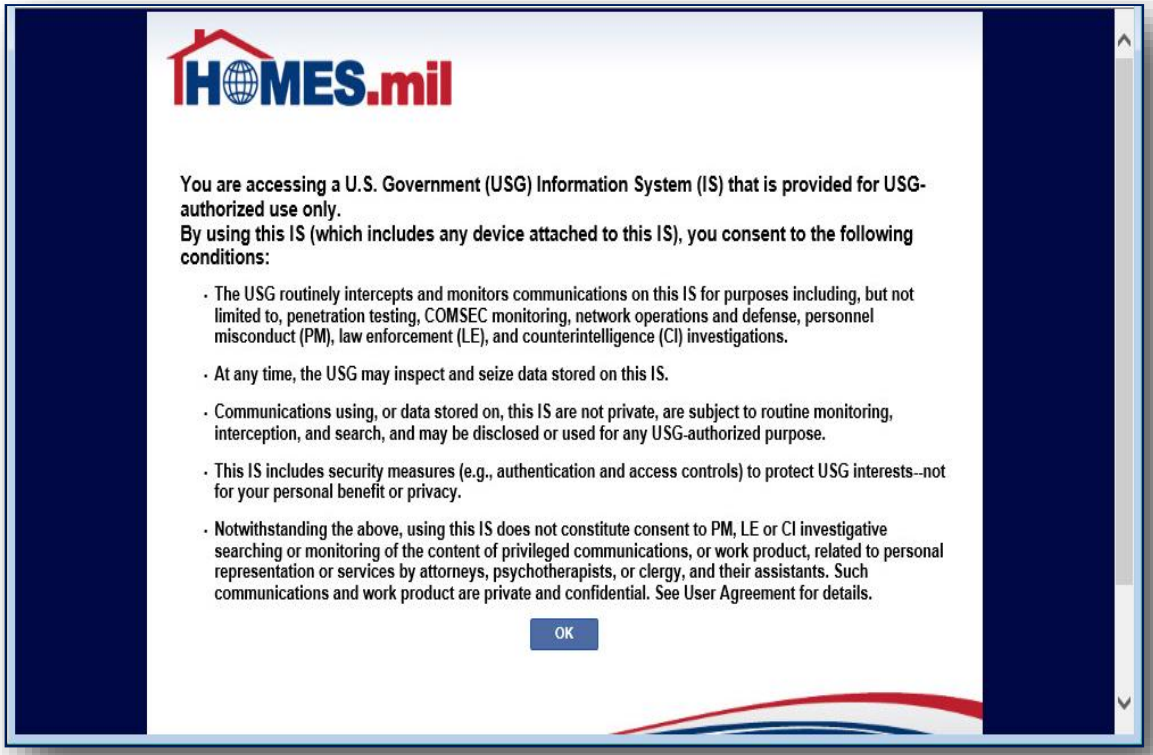
How to Edit a Property Listing

The following are guidelines to edit a property listing in HOMES.mil.

Edit a Property Listing

When you first access www.HOMES.mil, you will see this disclosure page.

Read this information and then select **OK** if you agree to the disclosure and consent statements.



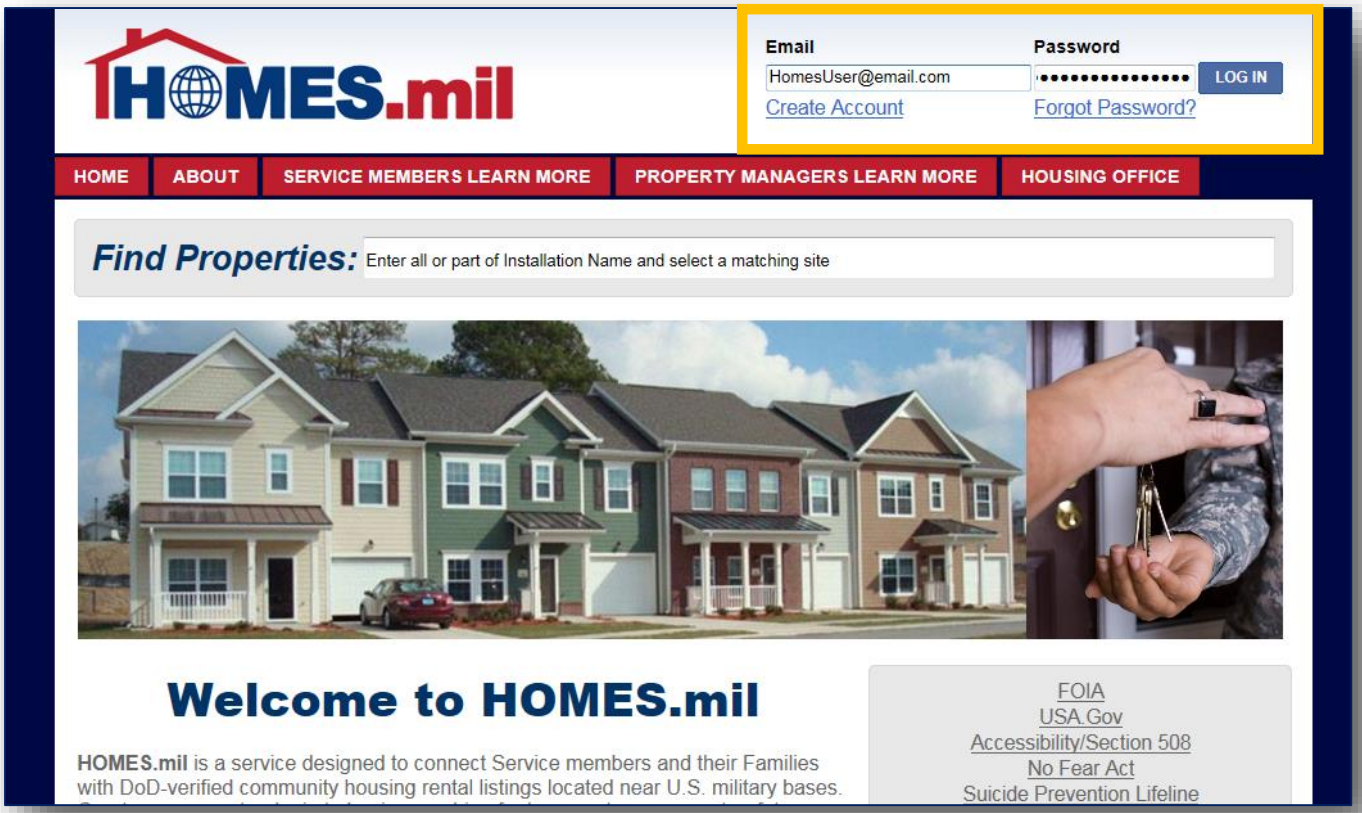
You are accessing a U.S. Government (USG) Information System (IS) that is provided for USG-authorized use only.
By using this IS (which includes any device attached to this IS), you consent to the following conditions:

- The USG routinely intercepts and monitors communications on this IS for purposes including, but not limited to, penetration testing, COMSEC monitoring, network operations and defense, personnel misconduct (PM), law enforcement (LE), and counterintelligence (CI) investigations.
- At any time, the USG may inspect and seize data stored on this IS.
- Communications using, or data stored on, this IS are not private, are subject to routine monitoring, interception, and search, and may be disclosed or used for any USG-authorized purpose.
- This IS includes security measures (e.g., authentication and access controls) to protect USG interests--not for your personal benefit or privacy.
- Notwithstanding the above, using this IS does not constitute consent to PM, LE or CI investigative searching or monitoring of the content of privileged communications, or work product, related to personal representation or services by attorneys, psychotherapists, or clergy, and their assistants. Such communications and work product are private and confidential. See User Agreement for details.

OK

Edit a Property Listing

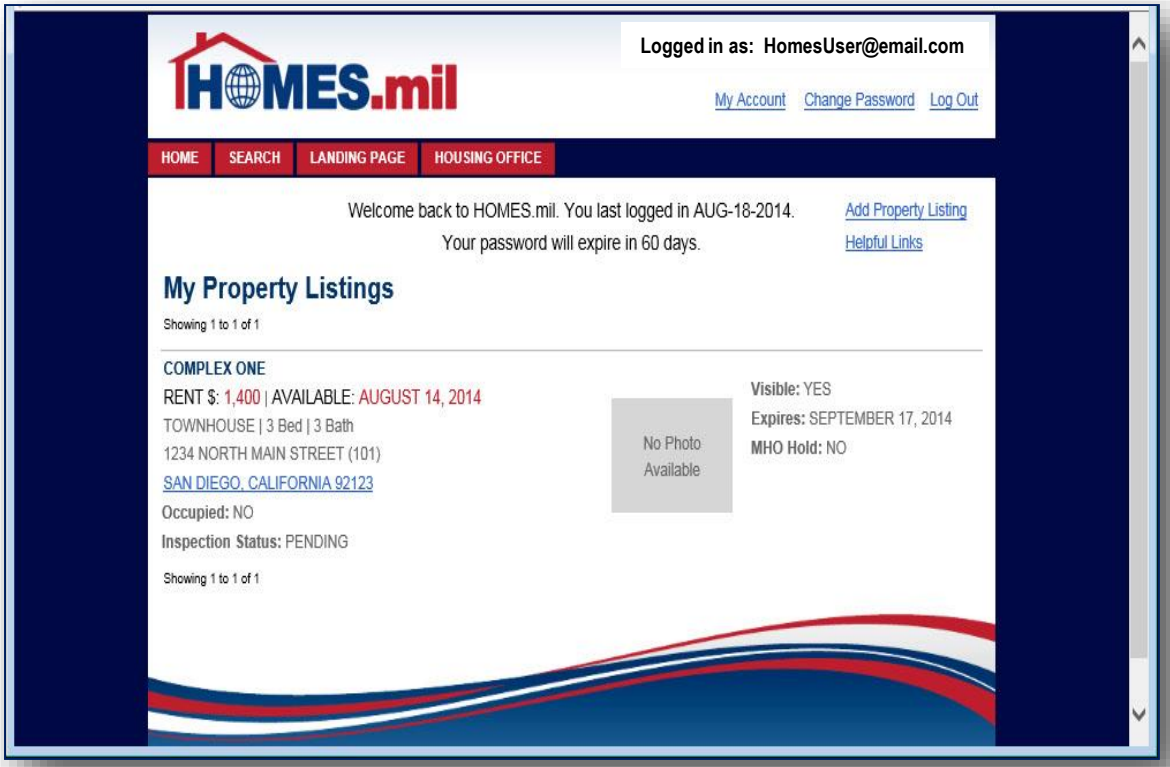
Enter your account Email and Password. When ready, click the **LOG IN** button.



Edit a Property Listing

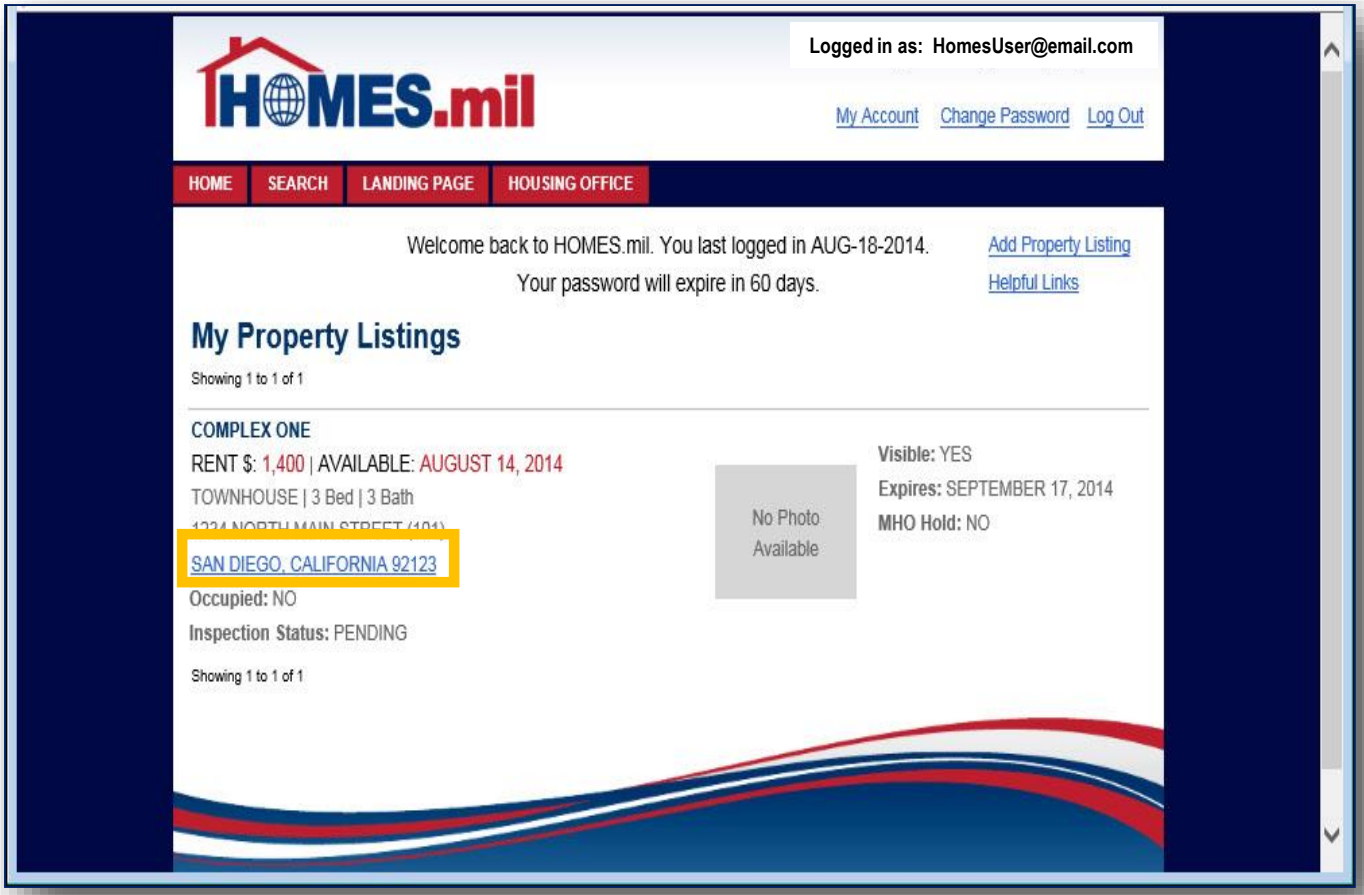
When you log in, you will be directed to the **LANDING PAGE**. Your property listings are shown here.

This section informs you if the listing is visible to the public, when it expires, and if there is a hold on this listing.



Edit a Property Listing

Click the **CITY, STATE, ZIP** link to view the property details.



Edit a Property Listing

This is how your listing will appear.

Logged in as: HomesUser@email.com

My Account | Change Password | Log Out

HOME | SEARCH | LANDING PAGE | HOUSING OFFICE

< Return to List

PROPERTY MANAGER VIEW

COMPLEX ONE

RENT $: 1,400 | AVAILABLE: AUGUST 14, 2014

TOWNHOUSE | 3 Bed | 3 Bath

SAN DIEGO, CALIFORNIA 92123

Photos and Floorplans

Contact Information

Listing ID: 751499

Name: JOHN SMITH

Phone: 000-123-4567

Send an Email

Property Details

Property Type: TOWNHOUSE

Plan: 3BR 2.5 BA	Bedrooms: 3	Square Feet: 1250
Baths, Full: 2 3/4: 0 1/2: 1	Stories: 1	Total Units: 1
Furnished: PARTIALLY	ADA Friendly: NO	Smoking: NO
Date Listed: DECEMBER 02, 2014	Year Built: 2004	Occupied: NO
Date Available: AUGUST 14, 2014	Pets Allowed:	

Costs & Fees

Lease Term: 1 YEAR	Monthly Rent $: 1,400	Deposit $:
Pet Deposit $:	Application Fee $:	Application View Fee $:
Credit Check Fee $:	Other Fee $:	Average Utilities $:
Military Clause: YES	Inspection Status: PENDING	

Location Details

Community: COMMUNITY ONE

School District:

GPS Latitude: GPS Longitude:

Map: Website:

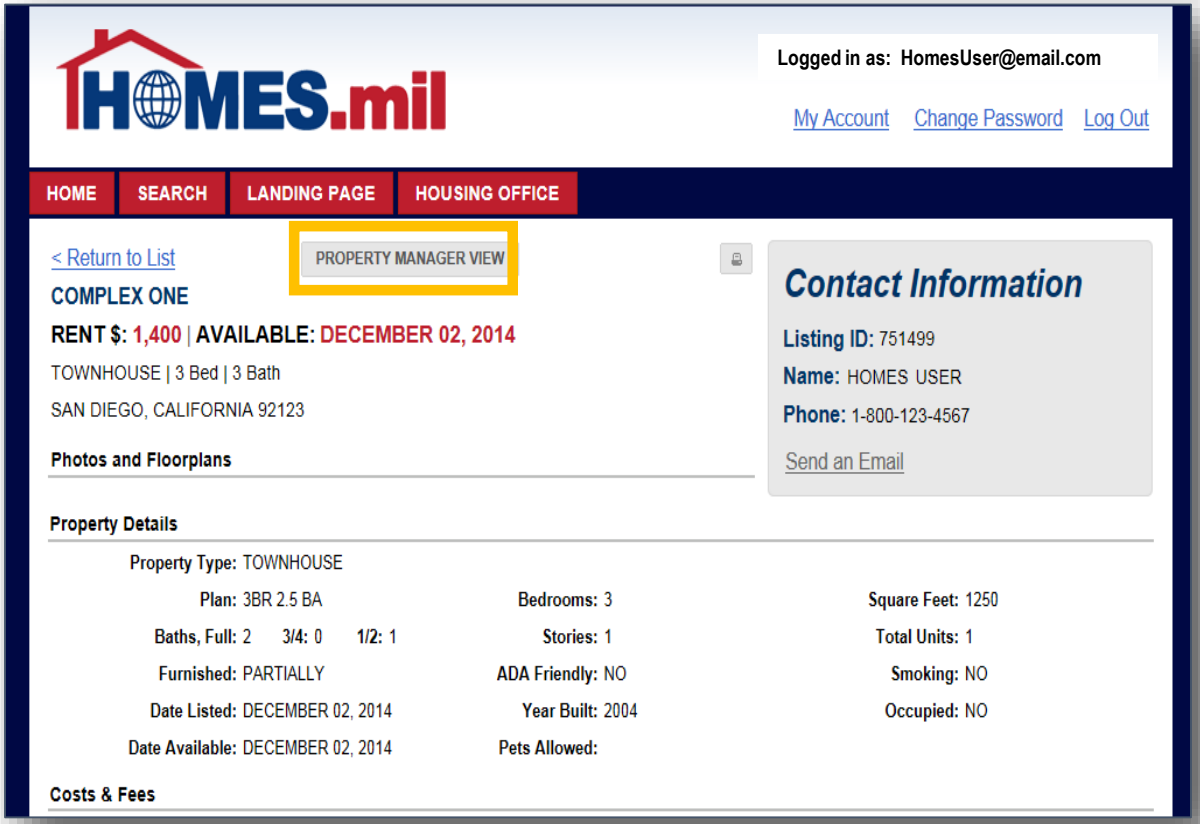
Amenities

Appliances Included: Dishwasher, Refrigerator, Stove, Washer/Dryer - In Unit

CONTACT | PRIVACY POLICY | TERMS & CONDITIONS | HELP

Edit a Property Listing

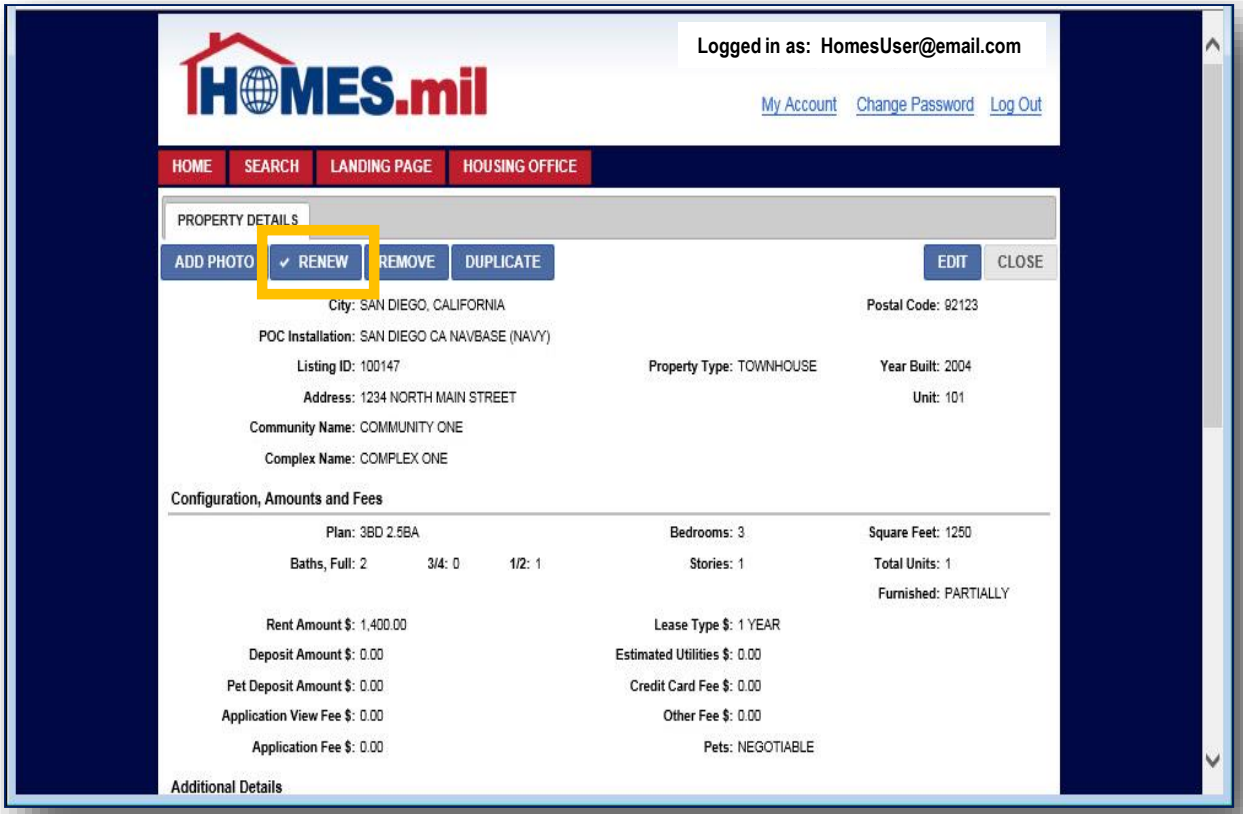
To make any changes to this listing, click **PROPERTY MANAGER VIEW**.



Edit a Property Listing

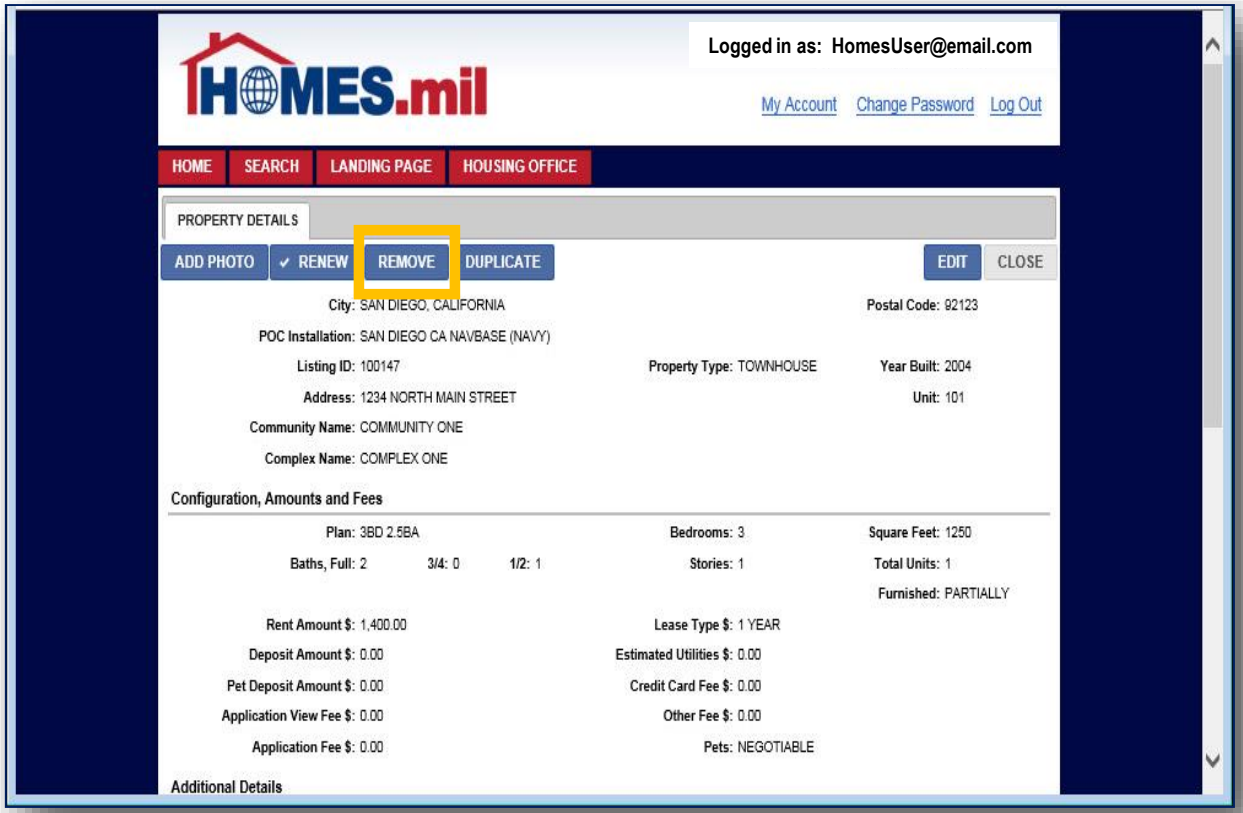
You will receive an email notification when your listing expires.

You can click the **RENEW** button to renew your listing for another 30 days.



Edit a Property Listing

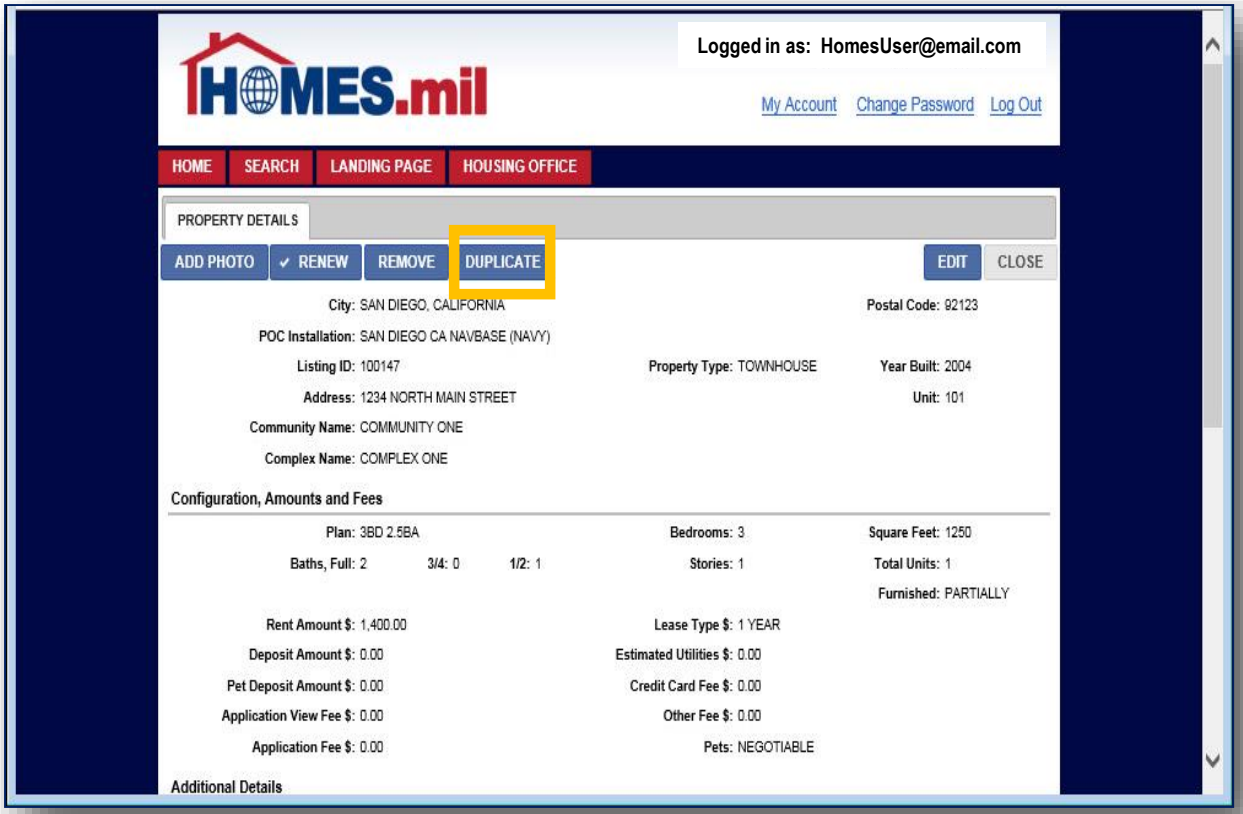
If you wish to remove this listing, click the **REMOVE** button.



Edit a Property Listing

To duplicate this listing, click the **DUPLICATE** button.

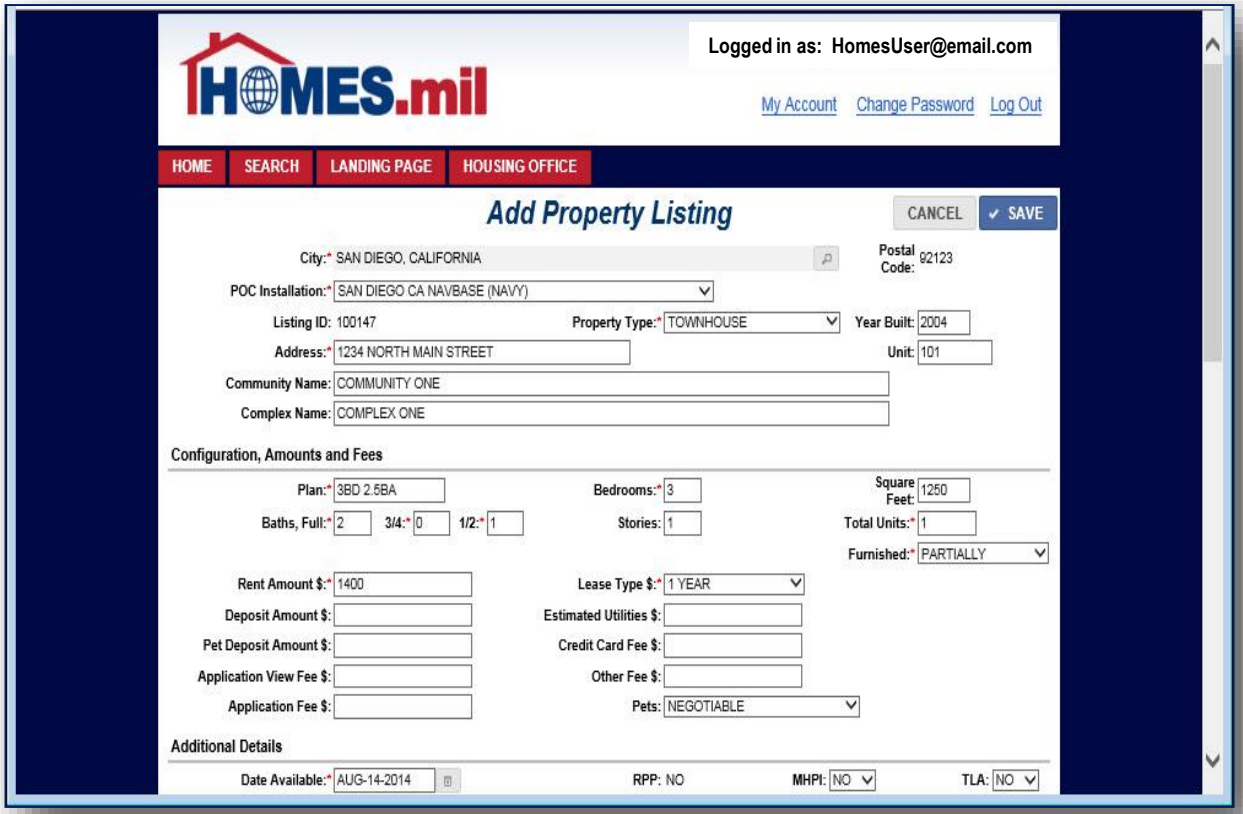
This feature allows you to quickly add a property that is similar to another listing.



Edit a Property Listing

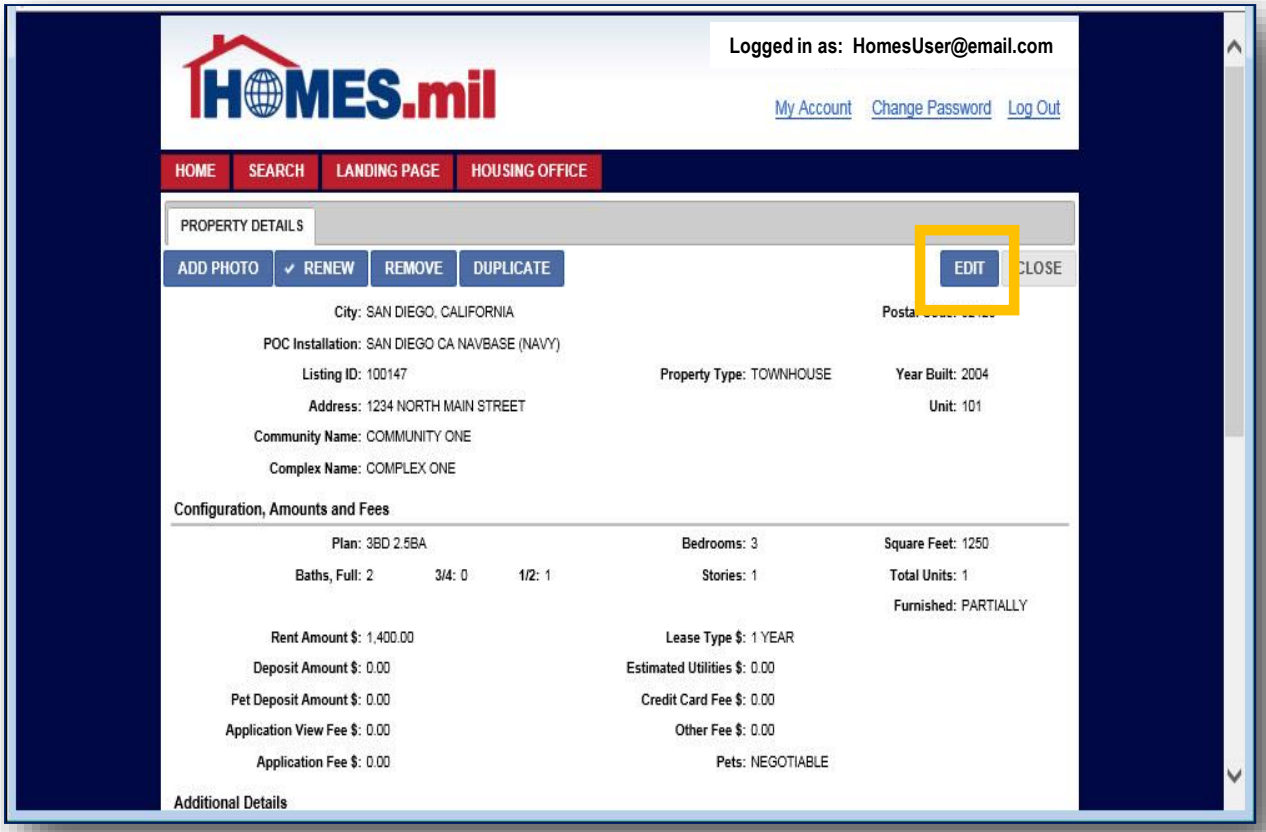
The duplicate listing cannot have the same Address, Unit and Plan.

To save as a new listing, at least one of these fields must be changed.



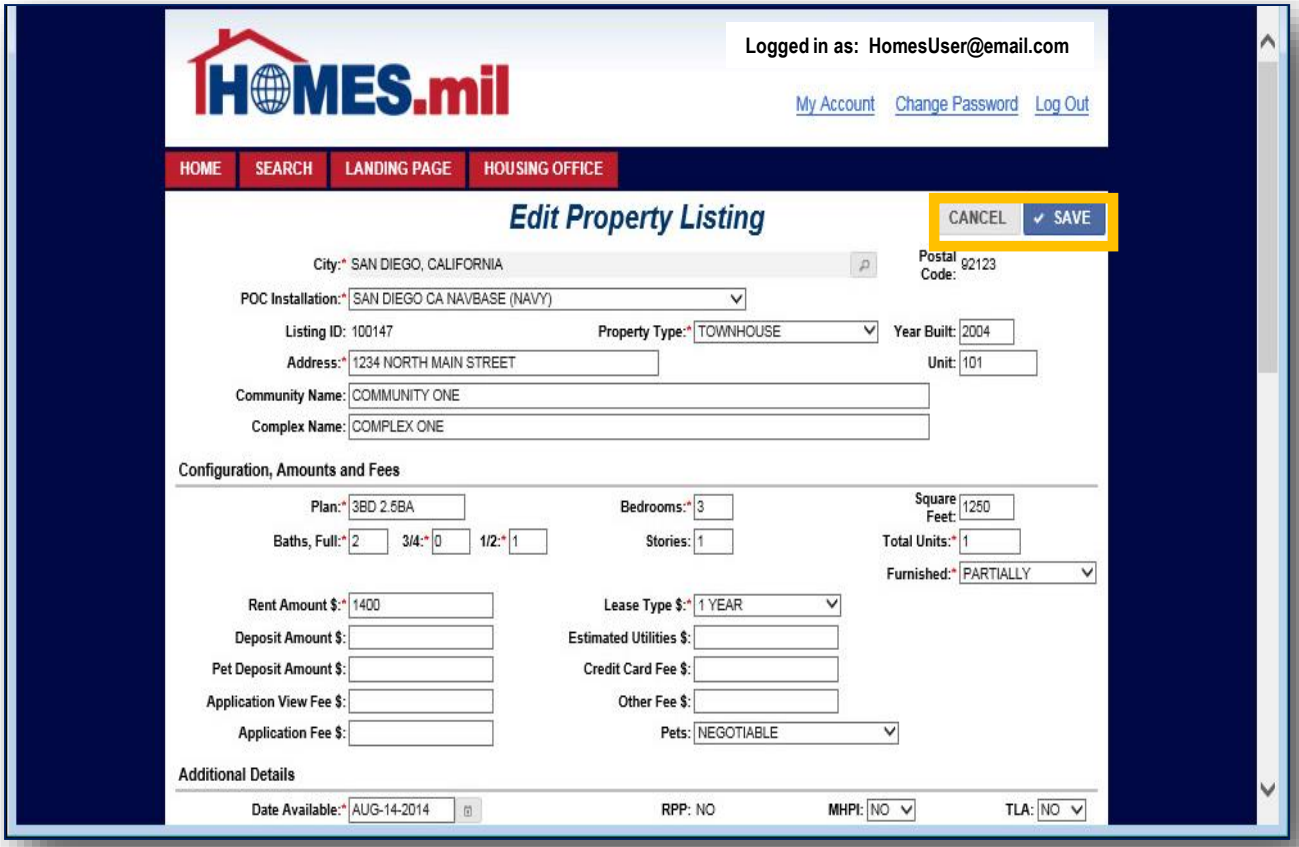
Edit a Property Listing

To make changes to this property record, click **EDIT**.



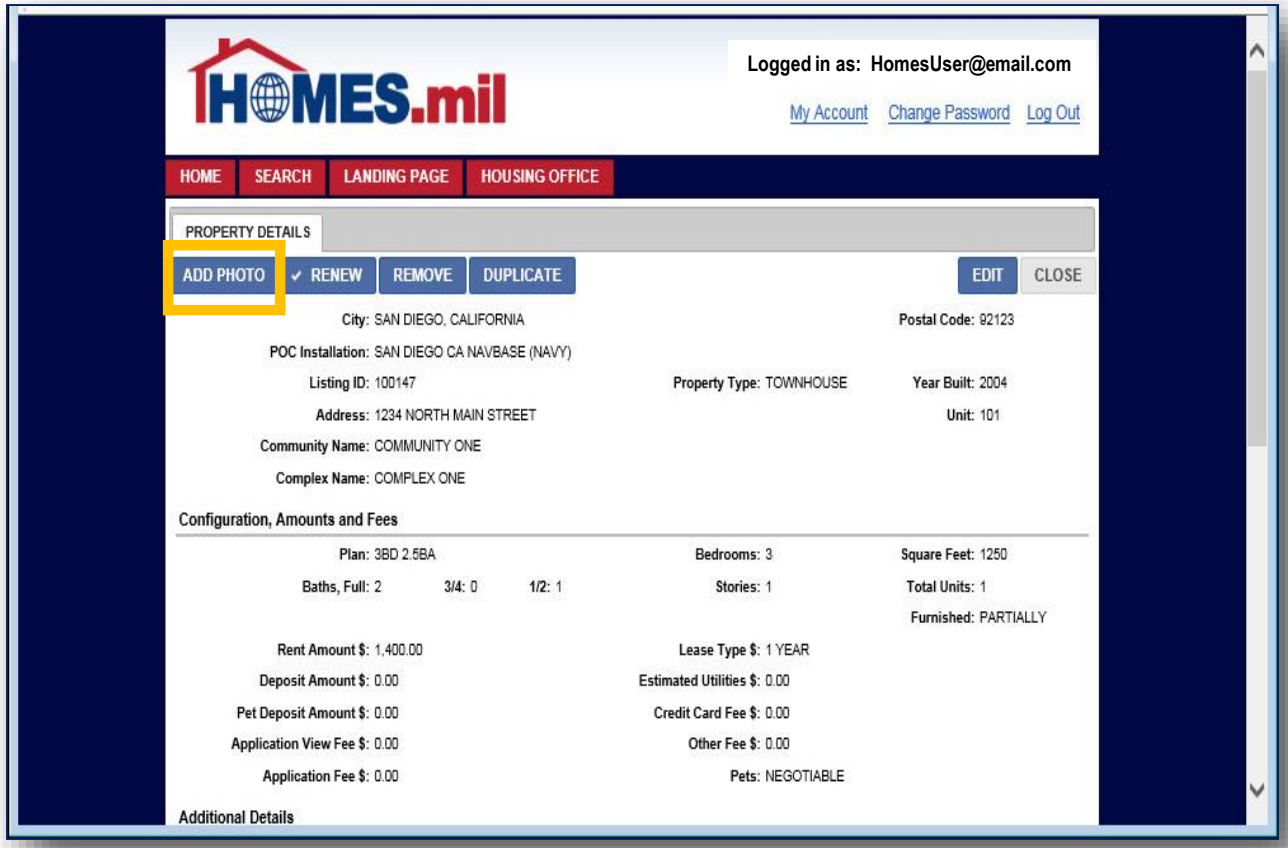
Edit a Property Listing

From here, you can either click **CANCEL** to return without saving your changes or click **SAVE** to keep the changes and return to the previous screen.



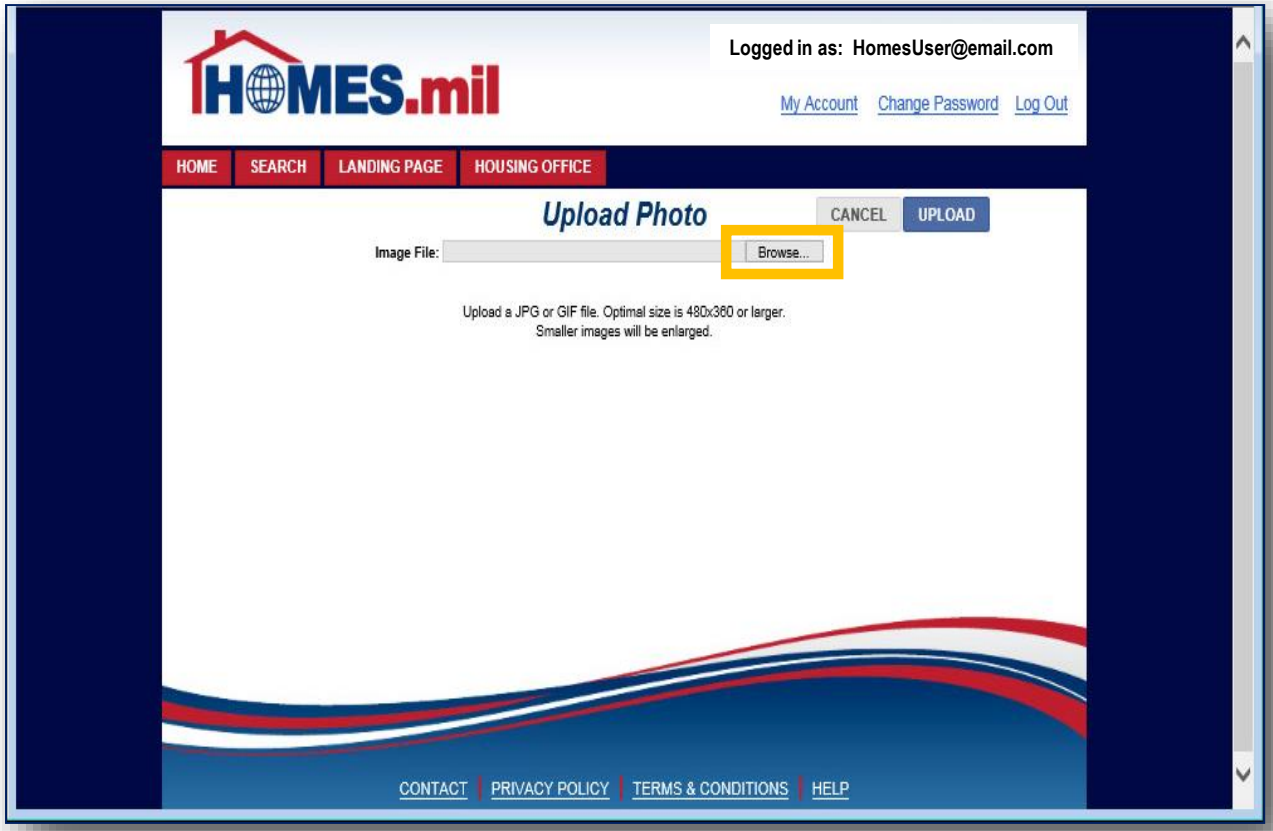
Edit a Property Listing

To add photos, click the **ADD PHOTO** button.



Edit a Property Listing

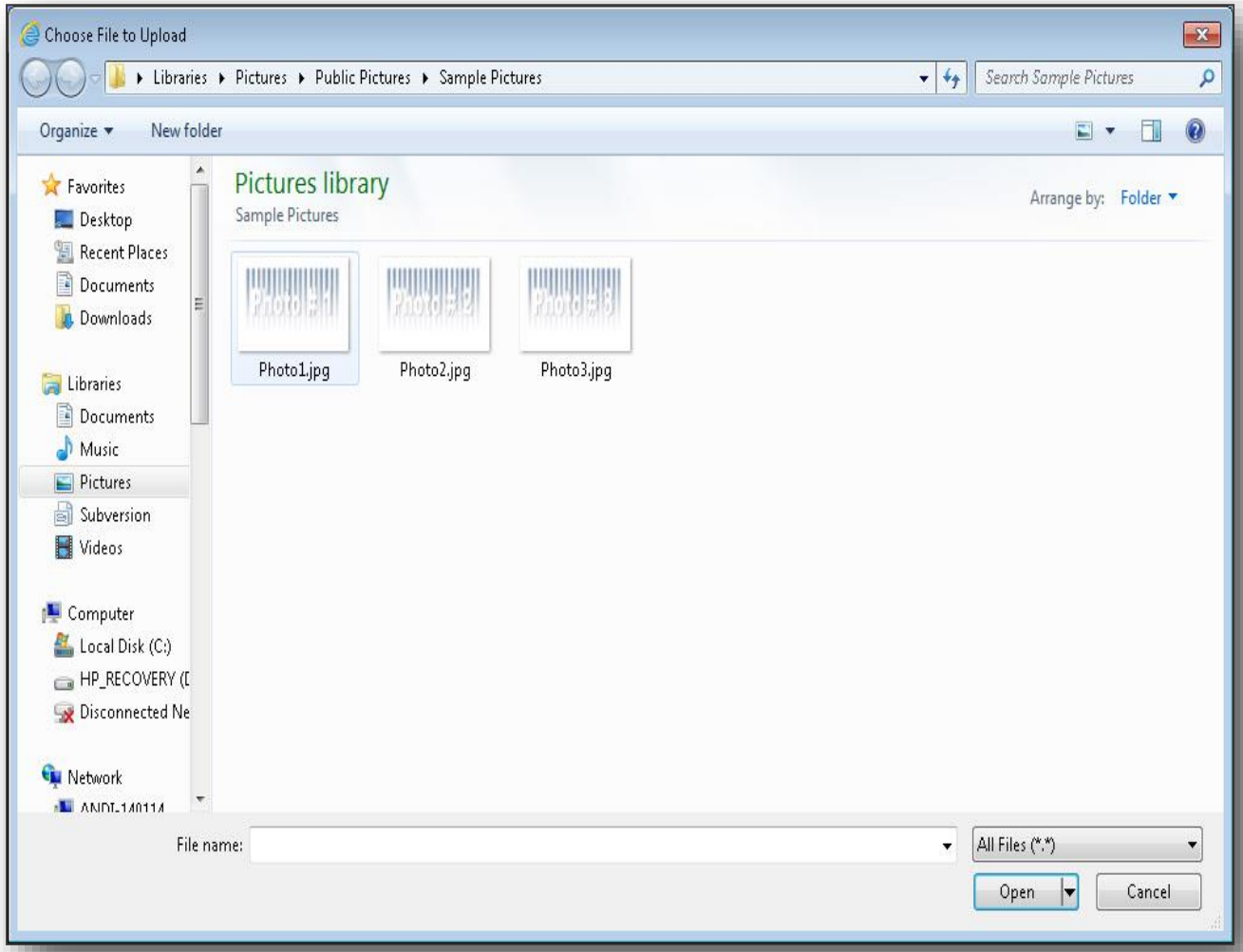
Click the **BROWSE** button to locate the property photos from your computer.



Edit a Property Listing

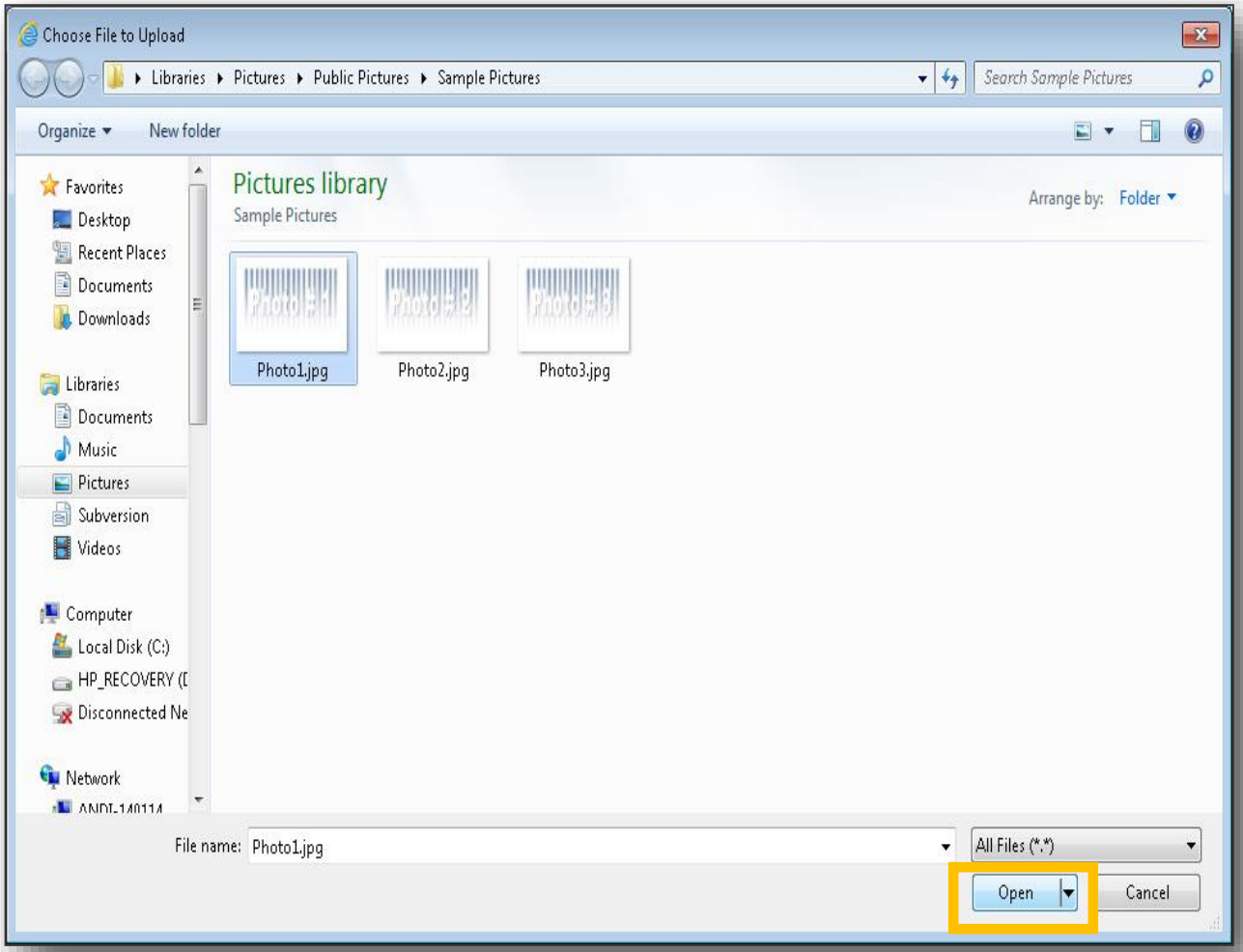
Navigate to the location of your photos, then click on a photo to select it.

Note: Select one photo at a time.



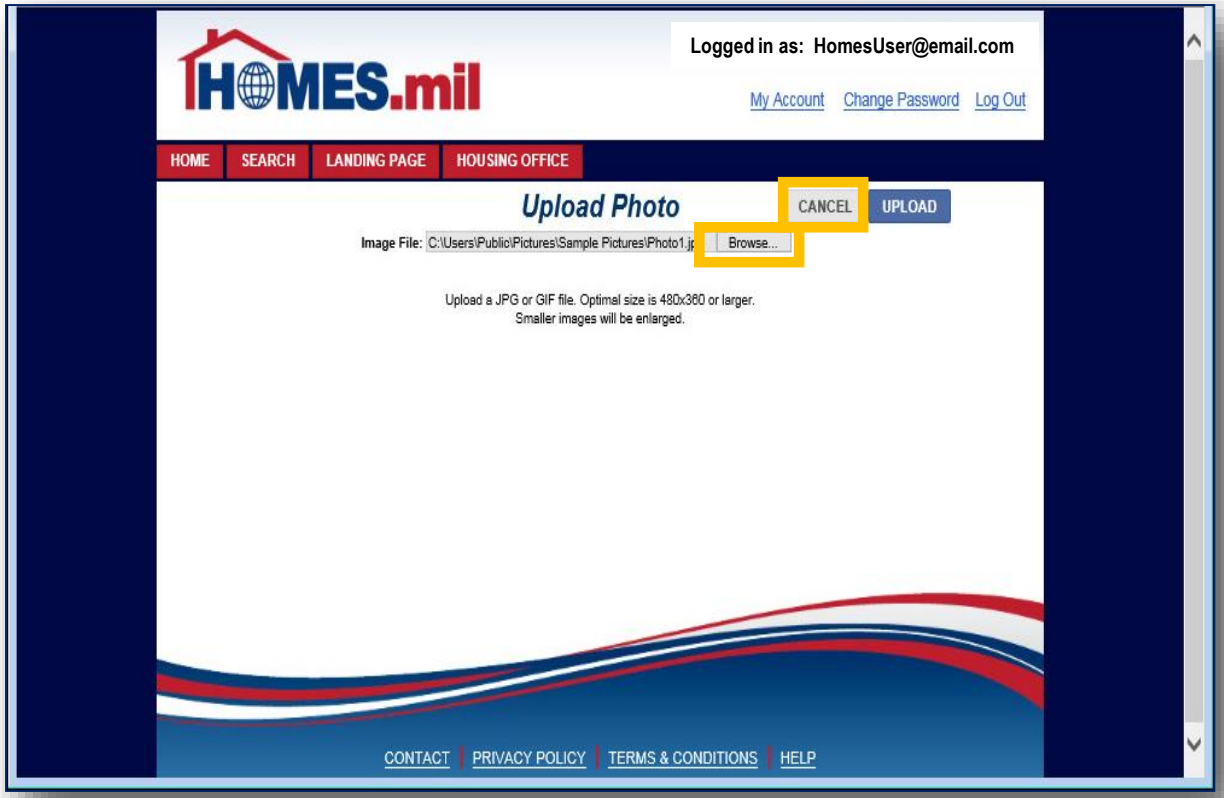
Edit a Property Listing

When ready, click the **OPEN** button to select this photo.



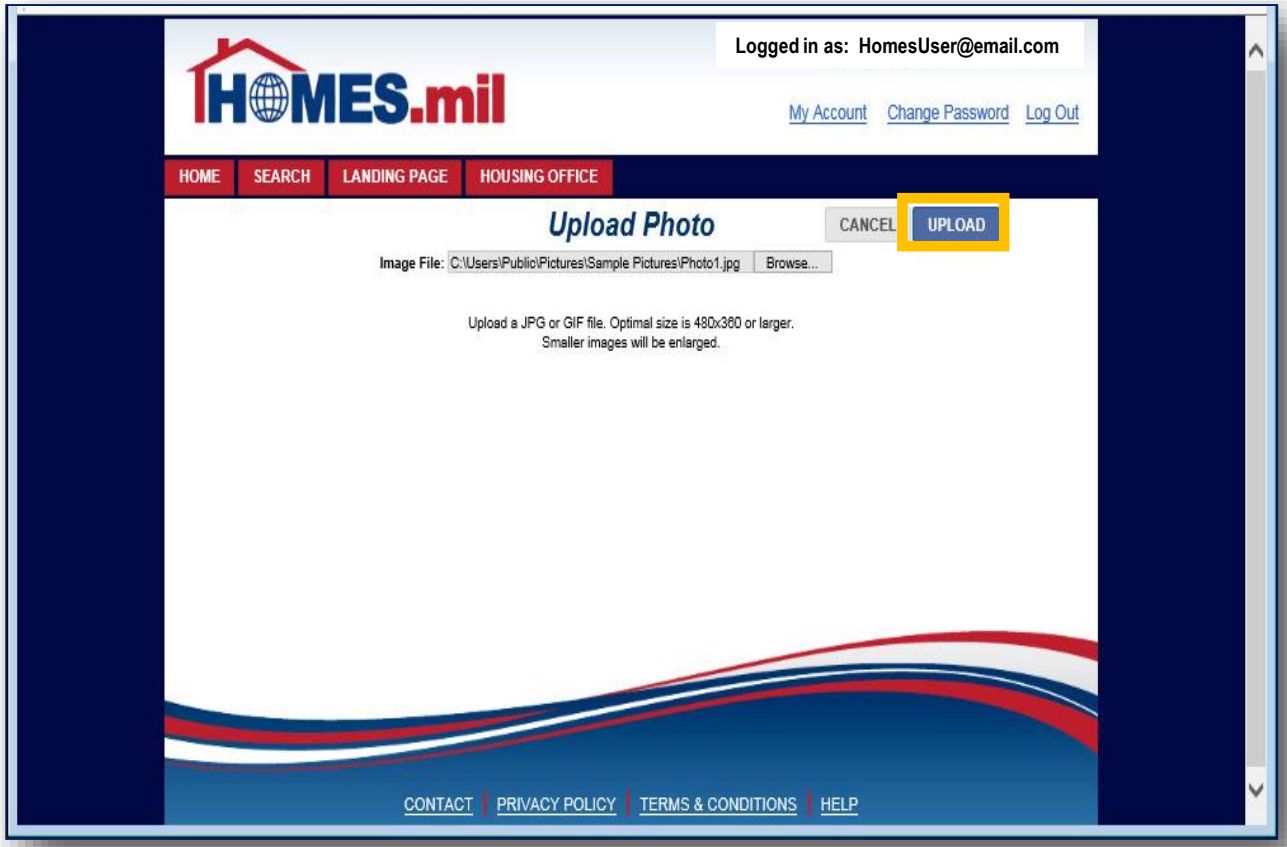
Edit a Property Listing

The Image File you selected will be displayed.
Click the **BROWSE** button again to select a different photo or you can click the **CANCEL** button to return to the previous screen without uploading a photo.



Edit a Property Listing

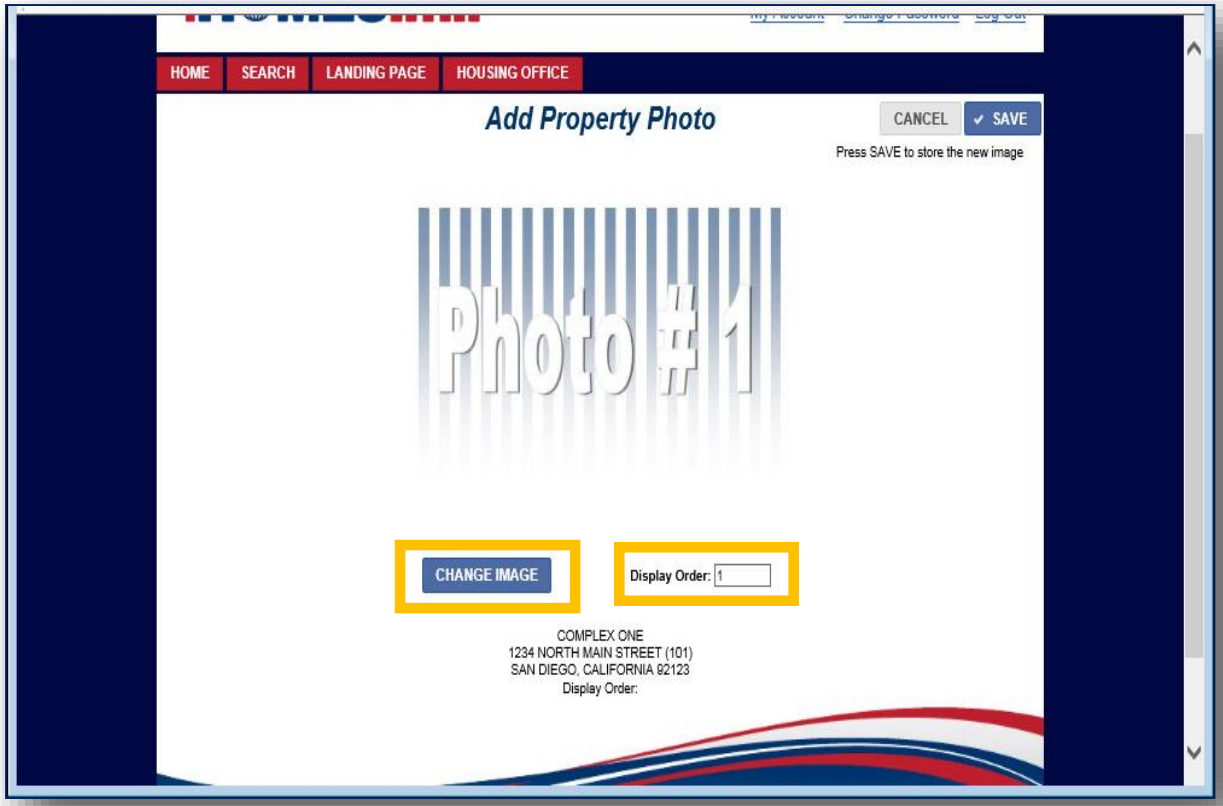
When ready to upload this photo, click the **UPLOAD** button.



Edit a Property Listing

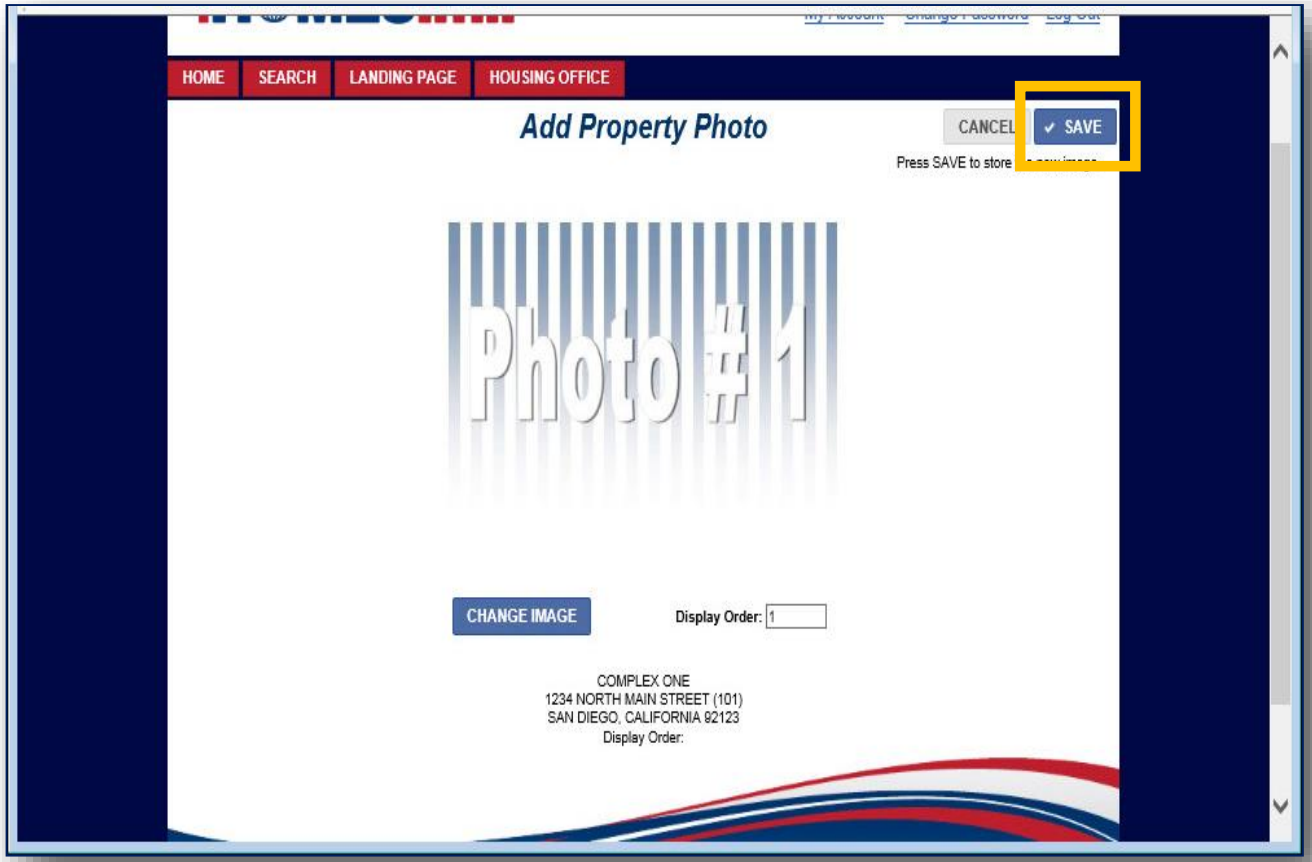
The selected photo now appears.
To select a different photo, click **CHANGE IMAGE**.

Photos are displayed in a random order.
If adding more than one photo to your property listing, you may wish to use the Display Order field.



Edit a Property Listing

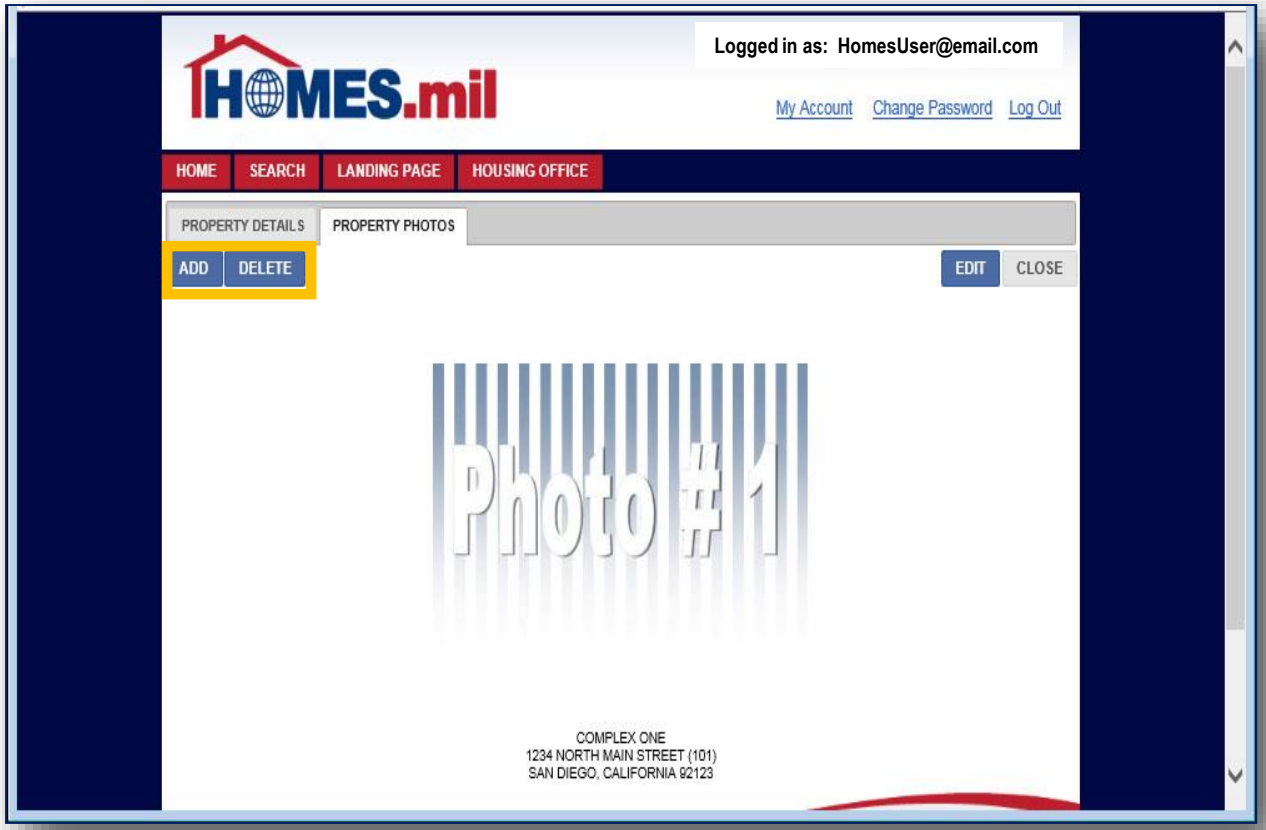
When done, click **SAVE**.



Edit a Property Listing

The photos are now stored in the **PROPERTY PHOTOS** tab.

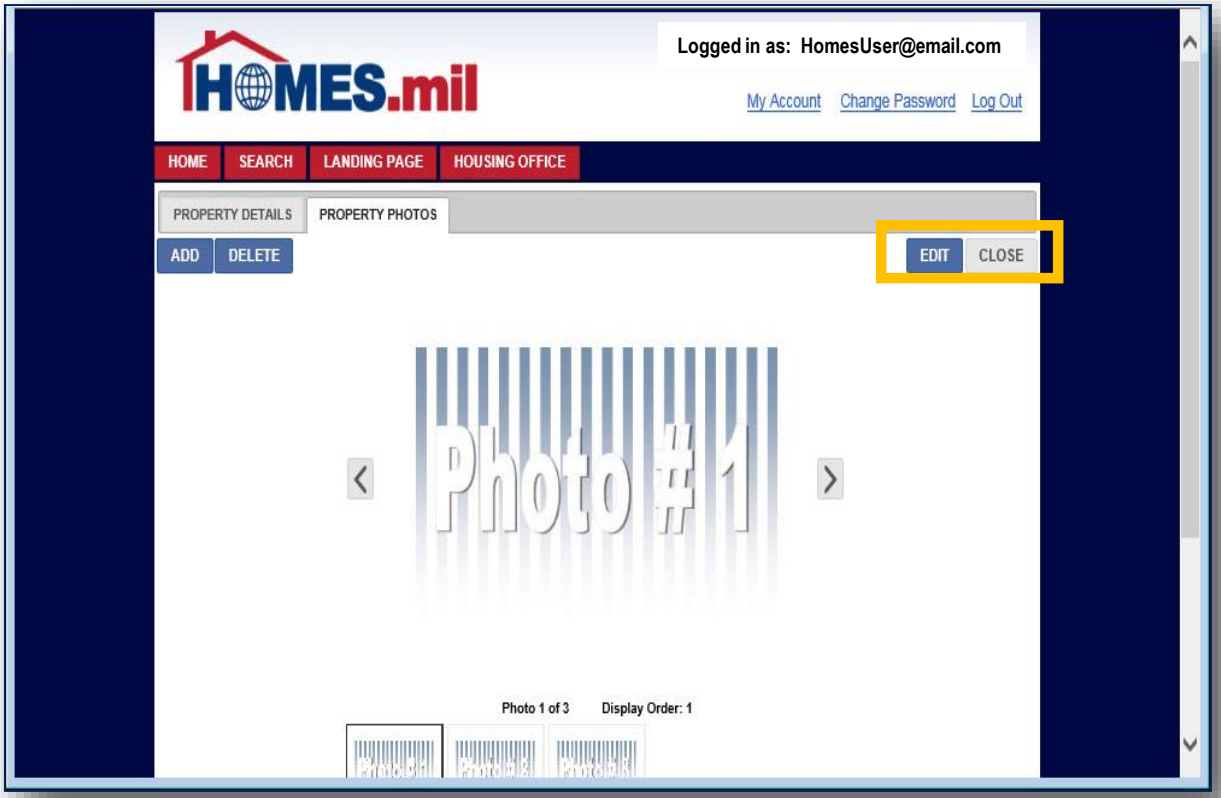
You may add additional photos by clicking the **ADD** button or delete photos by clicking the **DELETE** button.



Edit a Property Listing

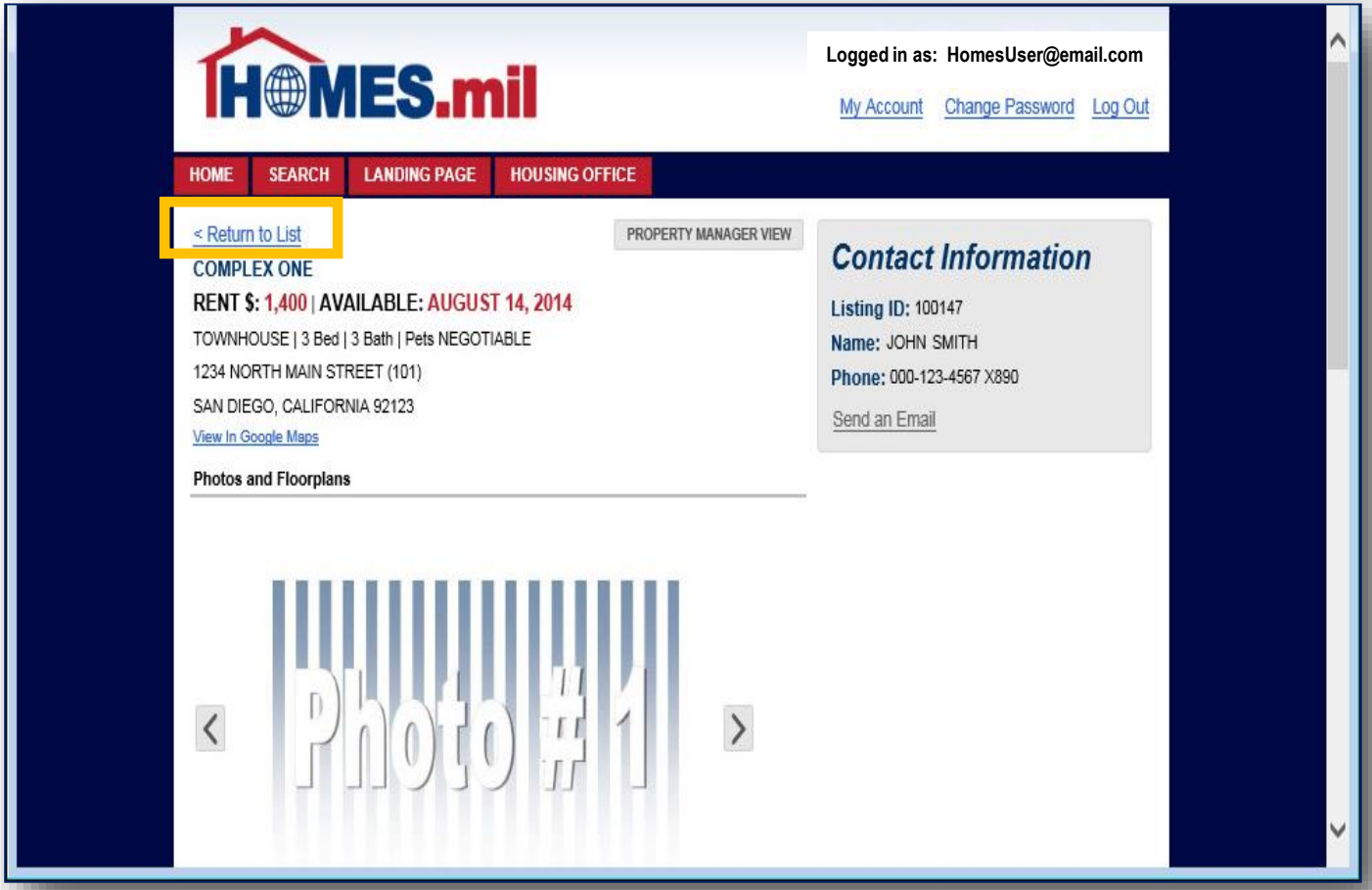
You can click the **EDIT** button to edit the Display Order or select a different photo.

When done, click the **CLOSE** button to close this record and return to your property view page.



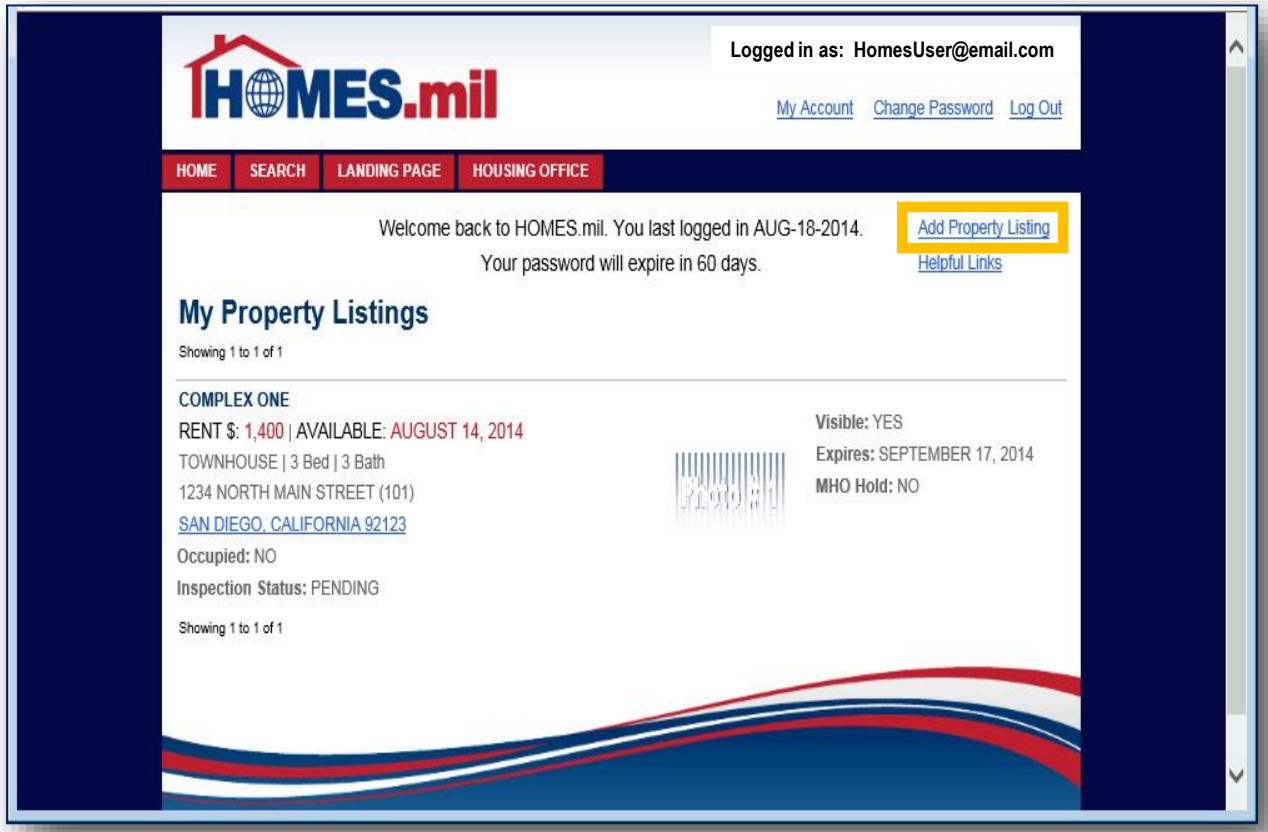
Edit a Property Listing

Click the **RETURN TO LIST** button to return to your list of properties.



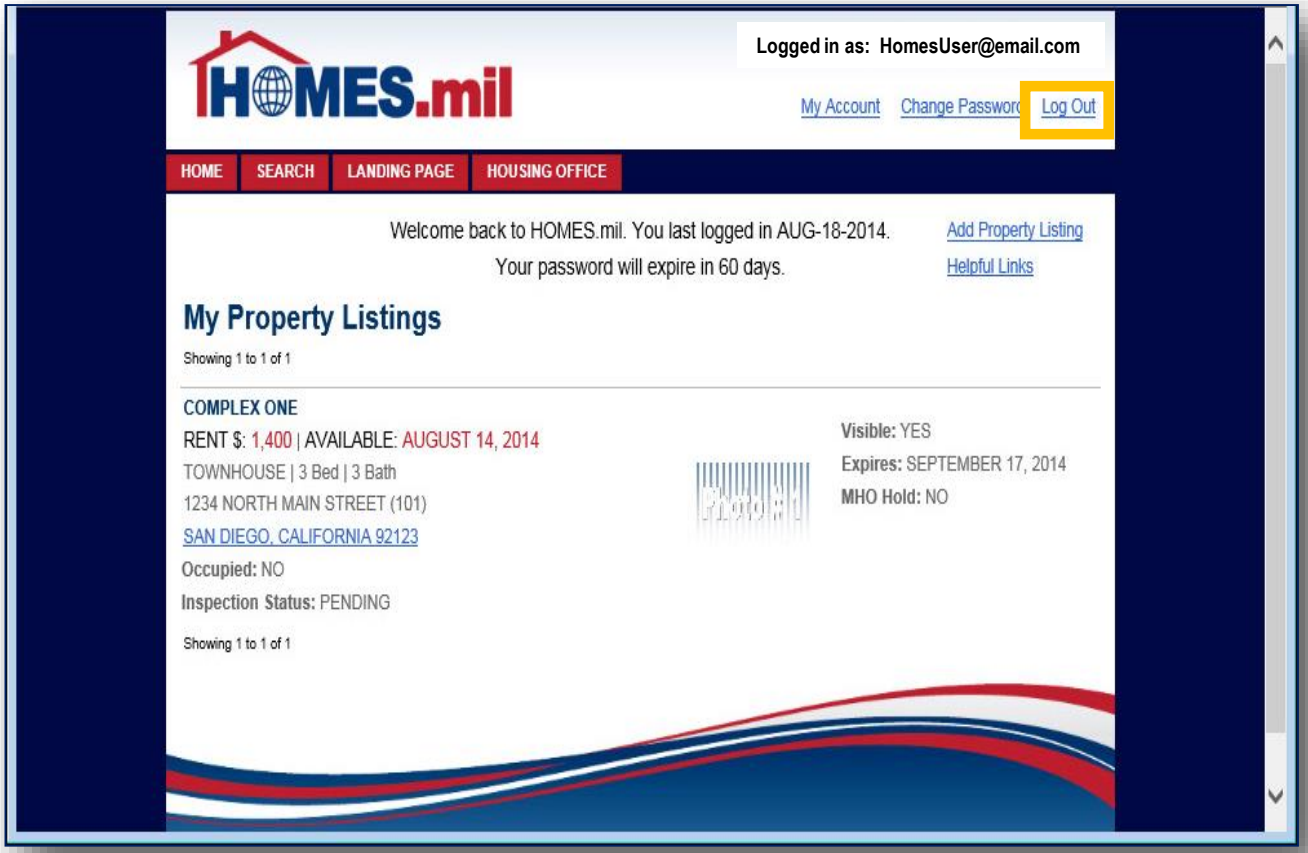
Edit a Property Listing

To add more properties, click the **ADD PROPERTY LISTING** link.



Edit a Property Listing

When done, click the **LOG OUT** link to log out.



Edit a Property Listing

Close your browser window after logging out.